

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **STENOGRAPHER**

Jurisdictional Class:	Competitive
Date Adopted:	Unknown
Date Revised:	
Jurisdictions:	All jurisdictions
Union Status:	CSEA (County)
Pay Grade:	5

DISTINGUISHING FEATURES OF THE CLASS: This work is primarily of a routine nature and involves the performance of standardized clerical tasks requiring the ability to take and transcribe dictation at an acceptable rate of speed. Detailed instructions and supervision are available for new or difficult assignments. With the exception of taking and transcribing dictation this class is equivalent to the class of Typist. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Takes and transcribes dictation of letters, memorandums, case records, reports and other material;
Takes and transcribes minutes from staff, department head and/or board meetings;
Addresses envelopes from typewriter;
Sorts, indexes and files material alphabetically;
Indexes material and performs routine record keeping tasks;
Makes entries on card or bills or in ledger from original source;
Keeps an up-to-date inventory of supplies and/or materials on hand;
May operate addressograph, mimeograph, computing, calculating and other office machines.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of office terminology, procedures, and equipment; working knowledge of business arithmetic and English; ability to type at an acceptable rate of speed; ability to understand and follow oral and written instructions; ability to get along well with others; ability to write legibly; clerical aptitude; mental alertness; neatness; accuracy; tact; courtesy.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma including or supplemented by course work in typing and shorthand; **OR**
- (B) One (1) year of experience in a clerical position involving taking and transcribing of shorthand dictation; **OR**
- (C) An equivalent combination of training and experience.

NOTE: Part-time employment can be pro-rated to count towards fulltime. Example: six (6) months PT equals three (3) months FT and a higher level of education can be pro-rated for experience up to a year.

Last Reviewed: n/a
Last Updated: n/a
Reviewed By: n/a
Last Reallocated: n/a